

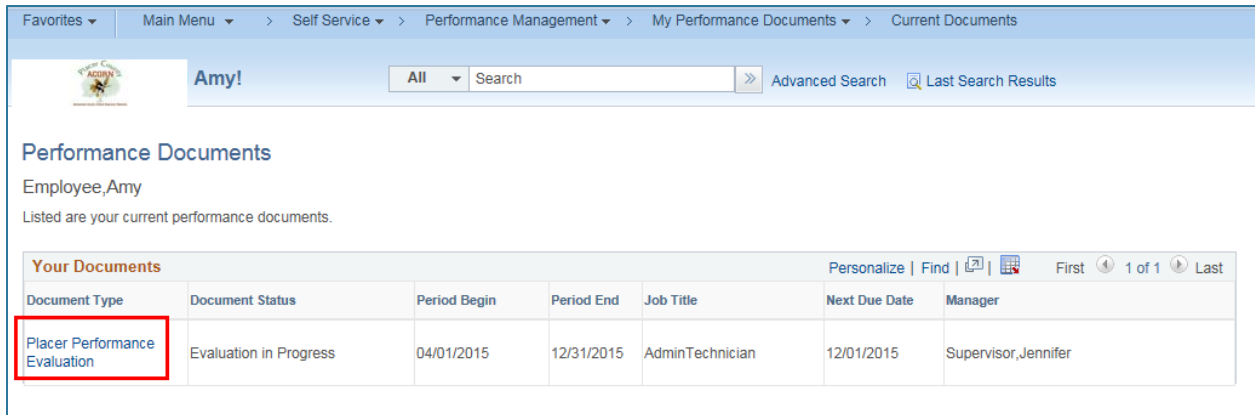
## **Employee Completes Self Evaluation**

Employees have an opportunity to contribute to their performance evaluation by optionally completing a self-evaluation within ePerformance. Employees can provide commentary which is specific to their job competencies and recommend future goals. They can also review their Training Information and Placer County Policies.

If the employee is accessing the self evaluation by clicking on the link they receive from an email notification, they will be taken to a “Start” screen. The employee should click on the “Start” button to begin the self evaluation process. If the employee is navigating to their self evaluation manually, the navigation is below:

**Step 1: Navigate to Self Service > Performance Management > My Performance Documents > Current Documents**

**Select the current “Placer Performance Evaluation” document.**



The screenshot shows the ePerformance system interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents. Below this is a header bar with the Placer County logo, the name 'Amy!', a search bar with 'All' and 'Search' buttons, and links for 'Advanced Search' and 'Last Search Results'. The main content area is titled 'Performance Documents' and shows 'Employee, Amy'. Below this, it says 'Listed are your current performance documents.' A table titled 'Your Documents' is displayed. The table has columns: Document Type, Document Status, Period Begin, Period End, Job Title, Next Due Date, and Manager. The first row is highlighted with a red box, showing 'Placer Performance Evaluation' as the Document Type, 'Evaluation in Progress' as the Document Status, '04/01/2015' as the Period Begin, '12/31/2015' as the Period End, 'AdminTechnician' as the Job Title, '12/01/2015' as the Next Due Date, and 'Supervisor, Jennifer' as the Manager. The table also includes a 'Personalize' link, a 'Find' button, and a 'First' button.

Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager
Placer Performance Evaluation	Evaluation in Progress	04/01/2015	12/31/2015	AdminTechnician	12/01/2015	Supervisor, Jennifer

**Step 2: An Employee can review and comment on their Competencies, when the Competencies tab is activated.**

The screenshot shows the 'Placer Performance Evaluation' interface for 'Employee, Amy'. The left sidebar contains 'Steps and Tasks' with 'Complete Self Evaluation' (Due Date: 12/01/2015) and 'Update and Complete' (highlighted in yellow). The main content area displays 'Placer Performance Evaluation' details, including Job Title (Administrative Technician), Document Type (Placer Performance Evaluation), Template, Status (Evaluation in Progress), Manager (Supervisor, Jennifer), Period (04/01/2015 - 12/31/2015), Document ID (916), and Due Date (12/01/2015). Below this is 'Employee Data' with fields for Empl ID (01173881), Department (170215), Location (PERSONNEL), Plan/Grade (GNRL 76), and Step (5). A red circle highlights the 'Competencies' tab in the navigation bar, which is currently selected. Below the tabs, the 'Competencies' section is expanded, showing instructions to 'Enter ratings and comments for each competency and behavior listed below, if applicable.' and buttons for 'Expand' and 'Collapse'.

**Step 3: To see behavior details and optionally provide comments for each Competency, an Employee must first expand all Competency details by clicking on “Expand.”**

**Alternatively, an Employee can expand individual Competency details by clicking on the expand selection arrow (circled below) for a given Competency.**

This screenshot shows the same interface as the previous one, but with the 'Expand' button in the 'Competencies' section highlighted with a red box. Below the 'Expand' button, the first competency, 'Competency 1: Continuous Learning', is expanded and highlighted with a red box. The second competency, 'Competency 2: Cooperation', is also visible but not expanded. The 'Competencies' tab remains selected in the navigation bar.

**Step 4: Employees can optionally enter comments in the “Employee Comments” box.**

**It is recommended to spell check comments by clicking on the “Spell Checker” icon (circled below).**

The screenshot shows the 'Placer Performance Evaluation' interface. On the left, a sidebar lists 'Steps and Tasks' for 'Employee, Amy', including 'Complete Self Evaluation' (due 12/01/2015) and 'Review Manager Evaluation' (due 12/31/2015). The main area is titled 'Self-Evaluation - Update and Complete'. It displays two behaviors: 'Behavior 4: Sub Comp Factor - 4 Continuous Learning' (Strives to continuously build knowledge and skills) and 'Behavior 5: Sub Comp Factor - 5 Continuous Learning' (Shares expertise with others). Below these is the 'Employee Comments' section, which is highlighted with a red rectangle. The comments box contains the text: 'I continuously evaluate my strengths and weaknesses and strive to create an effective development plan to turn my weaknesses into strengths.' A 'Spell Checker' icon is circled in the top right corner of the comments box.

**Step 5: Also, Employees can optionally provide overall Competency Summary comments in the Competency Summary Section.**

The screenshot shows the 'Placer Performance Evaluation' interface, Step 5. The sidebar on the left is the same as in Step 4. The main area is titled 'Self-Evaluation - Update and Complete' and 'Step 5'. It includes instructions: 'Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.' Below the instructions are tabs for 'Competencies', 'Future Goals', 'Training Information', and 'Placer Policies'. The 'Competencies' tab is active, showing a list of competencies: 'Competency 1: Continuous Learning', 'Competency 2: Cooperation', 'Competency 3: Dependability', 'Competency 4: Job Knowledge', 'Competency 5: Judgment', 'Competency 6: Oral Communications', 'Competency 7: Planning & Organization', 'Competency 8: Problem Solving', and 'Competency 9: Written Communications'. Below the list is the 'Competencies Summary' section, which is highlighted with a red rectangle. It contains an 'Employee Comments' box.

**Step 6: It is recommended to Save an evaluation while it's work in progress by clicking "Save". There is no limit to the number of times an evaluation can be saved.**

The screenshot shows the 'Self-Evaluation - Update and Complete' page in the Amy! system. The left sidebar contains a 'Steps and Tasks' section with 'Complete Self Evaluation' (Due Date: 12/01/2015) and 'Update and Complete' (highlighted in yellow). The main content area displays 'Placer Performance Evaluation' for 'Employee, Amy'. It includes fields for Job Title (Administrative Technician), Document Type (Placer Performance Evaluation), Template, Status (Evaluation in Progress), Manager (Supervisor, Jennifer), Period (04/01/2015 - 12/31/2015), Document ID (916), and Due Date (12/01/2015). Below this is the 'Employee Data' section with fields for Empl ID (01173881), Department (170215), Location (PERSONNEL), Plan/Grade (GNRL 76), and Step (5). At the bottom, there are tabs for 'Competencies', 'Future Goals', 'Training Information', and 'Placer Policies'. The 'Save' button in the top right corner is highlighted with a red box.

**Step 7: To add Future Goals, select the Future Goals tab and click on "Add Future Goals."**

This screenshot shows the same 'Self-Evaluation - Update and Complete' page, but with the 'Future Goals' tab selected and highlighted with a red circle. The 'Add Future Goal' button, located below the 'Future Goals' section, is also highlighted with a red box. The rest of the page content remains the same as in the previous screenshot.

**Step 8: Enter a Title, Description, Measurement, and Due Date for your new Goal and click “Add.”**

Performance Process

**Steps and Tasks**

Employee: Amy  
Placer Performance Evaluation  
04/01/2015 - 12/31/2015 [Overview](#)

- Complete Self Evaluation  
Due Date: 12/01/2015  
[Update and Complete](#)
- Review Manager Evaluation  
Due Date: 12/31/2015

**Add Your Own Item**

\*Title:

Description:

Measurement:

Supports:

Due Date:  (example: 12/31/2000)

[Add](#)

[Return](#)

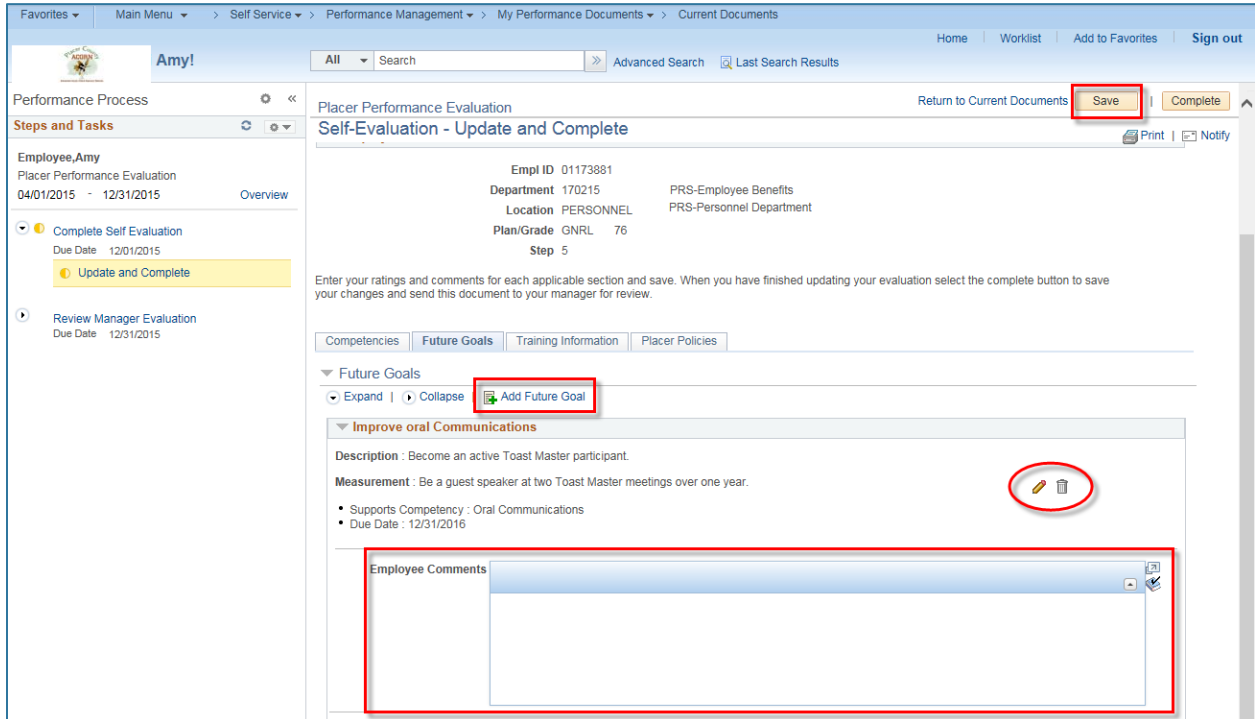
**Step 9: Your new Future Goal will be displayed under the Future Goals tab.**

To modify a Future Goal click . To delete a Future Goal, click .

To add additional Future Goals click on “Add Future Goal.”

You can also add comments for a given Goal in the “Employee Comments” section.

Click the “Save” button to save changes.



The screenshot displays the 'Amy!' Performance Management interface. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents'. The user is logged in as 'Amy!'. The page title is 'Placer Performance Evaluation' with a subtitle 'Self-Evaluation - Update and Complete'. A 'Save' button is highlighted with a red box in the top right corner. The left sidebar shows 'Steps and Tasks' with 'Complete Self Evaluation' (Due Date: 12/01/2015) and 'Update and Complete' (highlighted in yellow). The main content area shows employee details: Empl ID 01173881, Department 170215, Location PERSONNEL, Plan/Grade GNRL 76, and Step 5. Below this, there are tabs for 'Competencies', 'Future Goals' (selected), 'Training Information', and 'Placer Policies'. Under the 'Future Goals' tab, there is an 'Add Future Goal' button highlighted with a red box. Below this, a goal titled 'Improve oral Communications' is shown with a description and measurement. To the right of the goal, there are edit and delete icons circled in red. At the bottom, there is a large text area for 'Employee Comments' highlighted with a red box.

**Step 10: An Employee can review their Training Information by selecting the “Training Information” tab.**

The screenshot shows the ACORN Performance Management interface. The user is logged in as 'Amy!'. The breadcrumb trail is: Favorites > Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents. The left sidebar shows the 'Performance Process' with 'Steps and Tasks' for 'Employee, Amy' (Placer Performance Evaluation, 04/01/2015 - 12/31/2015). The tasks listed are 'Complete Self Evaluation' (Due Date: 12/01/2015) and 'Update and Complete' (highlighted in yellow). Below this is 'Review Manager Evaluation' (Due Date: 12/31/2015). The main content area is titled 'Placer Performance Evaluation Self-Evaluation - Update and Complete'. It shows 'Employee, Amy' with a profile picture. The job title is 'Administrative Technician', manager is 'Supervisor, Jennifer', period is '04/01/2015 - 12/31/2015', document ID is '916', and due date is '12/01/2015'. The status is 'Evaluation in Progress'. Below this is the 'Employee Data' section with fields: Empl ID (01173881), Department (170215), Location (PERSONNEL), Plan/Grade (GNRL 76), and Step (5). A note says: 'Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.' There are four tabs: 'Competencies', 'Future Goals', 'Training Information' (circled in red), and 'Placer Policies'. The 'Training Information' tab is active, showing a 'Training Information Summary' section with a text area for 'Employee Comments' containing the following text: 'Training Information: 12/15/2015 CommunicatingForWhatYou Want 0635-0003 Enrolled Communication Instructor 08/03/2015 SANS Computer Security Employee 0835-0013 Completed Online\_PL 07/30/2015 Goal Setting for Results 9887-0004 Completed Instructor'.

**Step 11: To review the Placer County Policies, select the “Placer County Policies” tab.**

**Note: When a document link is clicked, the actual document will be displayed in a new browser window. You can subsequently close the document window without effecting your current ACORN session.**

The screenshot shows the same ACORN Performance Management interface as the previous one, but the 'Placer Policies' tab is now selected and circled in red. The 'Training Information' tab is still visible. The 'Placer Policies' section lists several links: 'Workplace Discrimination, Harassment & Retaliation Policy', 'Voicemail, E-mail, Internet and Computer Use Policy', 'Violence in the Workplace Policy', 'Drug and Alcohol Policy', 'Drug and Alcohol Policy for DSA', 'Workplace Relationships Policy', and 'Policy Acknowledgement Form'.

**Step 12: Once an Employee is satisfied with their completed self evaluation, click “Complete”.**

The screenshot shows the 'Self-Evaluation - Update and Complete' page in the Amy! system. The page is titled 'Placer Performance Evaluation' and 'Self-Evaluation - Update and Complete'. It includes a sidebar with 'Steps and Tasks' and a main content area with 'Employee Data' and a 'Complete' button highlighted in a red box.

**Steps and Tasks:**

- Complete Self Evaluation  
Due Date: 12/01/2015
- Update and Complete
- Review Manager Evaluation  
Due Date: 12/31/2015

**Employee Data:**

Job Title	Administrative Technician	Manager	Supervisor, Jennifer
Document Type	Placer Performance Evaluation	Period	04/01/2015 - 12/31/2015
Template		Document ID	916
Status	Evaluation in Progress	Due Date	12/01/2015

**Employee Data:**

Empl ID	01173881	
Department	170215	PRS-Employee Benefits
Location	PERSONNEL	PRS-Personnel Department
Plan/Grade	GNRL 76	
Step	5	

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

**Complete Evaluation**

You have almost finalized your self evaluation. If you have no further entries select confirm to complete this evaluation and send it to your manager for review.

**Confirm** **Cancel**

**Step 13: A confirmation window then appear. Click “Confirm” to notify the Supervisor the Employee has completed their self evaluation. Click “Cancel” if additional changes need to be made to the self evaluation.**

**Note: No additional changes can be made to an a self evaluation once its complete.**

The screenshot shows the 'Complete Evaluation' confirmation window in the Amy! system. The window displays a message about finalizing the self evaluation and two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is highlighted in a red box.

**Complete Evaluation**

You have almost finalized your self evaluation. If you have no further entries select confirm to complete this evaluation and send it to your manager for review.

**Confirm** **Cancel**